

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
February 13, 2017

PRESENT: Mark Fougere, Chairman
Kevin Federico, Vice Chairman
Gary Daniels, Member
Mike Putnam, Member
Katherine Bauer, Member
Mark Bender, Town Administrator
Darlene J. Bouffard, Recording Secretary
David Bosquet, Videographer

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING

INSTRUCTIONS: After the 5:00 p.m. non-public session was adjourned, Chairman Fougere called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Fougere indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast. Chairman Fougere announced that in non-public session, a personnel matter was discussed and no decisions were made.

2. APPOINTMENTS:

5:00 p.m. – Non-Public Session (RSA 91-A:3,II(a)) – Personnel. Selectman Putnam moved to enter into non-public session at 5:00 p.m. in accordance with RSA 91-A3II(a) – Personnel. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. After discussion, Selectman Putnam moved to come out of non-public session at 5:20 p.m. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to seal the minutes of the non-public session. Selectman Daniels seconded. All were in favor. Motion passed 5/0. Chairman Fougere announced that in non-public session the Board discussed a personnel issue and no decisions were made.

5:30 p.m. – Public Hearing for NH RSA 31:95(b), Acceptance for Expenditure of Unanticipated Funds over \$10,000. Chairman Fougere opened the public hearing for acceptance of unanticipated funds over \$10,000 for the following:

<u>Amount</u>	<u>Source</u>	<u>Purpose</u>
\$25,000	Arthur L. Keyes	Keyes Park Expansion Project Special Purpose
	Memorial Trust	Fund for 127 Elm Street

Finance Director Jack Sheehy indicated this is the second of two donations to this fund from this trust. There were no comments or questions. Vice Chairman Federico thanked the Trust for \$50,000 in total for this effort. Chairman Fougere closed the public hearing at 5:35 p.m.

5:35 p.m. – Land Use Change Tax, Map/Lot 40-26. Town Assessor Marti Noel indicated that two weeks ago the town billed this owner for Land Use Change Tax (LUCT), however the property was sold in November. A letter was sent to the new owner to explain that the land fell out of Current Use, after which they called. The owner does have 12 acres of land in total and instead of LUCT, they want to add land in order to be in line with Current Use rules. Ms. Noel is seeking approval to add the land to qualify for Current Use and then reverse the LUCT bill. Selectman Putnam moved to add the additional land to create enough land to qualify for Current Use. Selectman Bauer seconded. Selectman Daniels asked if it is coming out of the 12 acres? Ms. Noel explained it is coming out of the 12 acres, however it is land that they had been haying and now want to add to this parcel. All were in favor. Motion passed 5/0. Ms. Noel mentioned that the owner has also filed an abatement for the Current Use bill, she needs a decision on that as well. Selectman Putnam moved to approve the abatement for this Current Use bill that was filed in error. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

5:45 p.m. – Transportation Improvement Fee RSA 261:153. Town Clerk Joan Dargie found out through research and in talking with Mark Bender and Jack Sheehy that the town can implement RSA Section 261:153 for transportation related improvements. It would have to be put on the warrant for voters but she wants to start thinking about it now for next year. It would allow up to \$5 per motor vehicle to be added to the fee for transportation related improvements. She would not want to shock everyone, but this is another way to raise funds for roads,

1 bridges, etc. There are approximately 18,000 vehicles which would produce these funds that would be put into a
2 Capital Reserve Fund for roads, bridges and transportation. Selectman Putnam asked if the DPW budget line item
3 for roads and bridges would then be eliminated? Ms. Dargie said that about \$90,000 could be raised through this
4 and therefore not be raised by homeowners, it is a way to get funds without increasing taxes. The companies that
5 have multiple vehicles and the people who do not own homes would be helping raise these funds. Chairman Foug-
6 ere said if the town spends the money on a new initiative, it could be double-dipping or it could offset taxes. Joan
7 indicated the money would have to be allocated to where it would be used. Selectman Putnam said another fee is
8 just another tax. Ms. Dargie indicated this would not add the fee to the home owner; we have a year to think about
9 it. Also with dog licenses, the Board of Selectmen can add up to \$1 per dog license to fund an animal control officer
10 or to put toward a dog park. Right now half the dogs in town are not being registered. Right now it only costs \$6.50
11 to register a neutered dog and this would raise it to \$7.50. Chairman Fougere said the Board has had a couple of
12 presentations for a dog park and there is a committee working right now to find a location. Ms. Dargie thinks it
13 could be for a part time animal control officer. The vets are required to send the rabies vaccinations to the town
14 clerk where the dog lives and Milford does not have as many registered dogs as rabies vaccinations.
15

16 Ms. Dargie asked if any Board member is interested in looking at the March ballot before it goes to final printing.
17 Selectman Bauer feels confident that Joan and Tina have looked at it. Joan is also looking for volunteers to work at
18 the polls in March and indicated that she has joined the Town Clerk Legislative Association to sit in on Election
19 Law meetings, especially since the new President thinks New Hampshire has bus loads coming in from out of state
20 who do not live here and that they registered and voted in NH. Selectman Daniels noted that there was one case of
21 voter fraud during the last Presidential election. Ms. Dargie replied that it was a case of a college kid that did some-
22 thing he was not sure of; it was not a malicious act. Selectman Daniels said he voted illegally. Ms. Dargie stated
23 she did not want to argue the point and it is a topic of another discussion.
24

25 **6:00 p.m. – Proposed Building Permit Fee Schedule.** Community Development Director Lincoln Daley presented
26 a revised fee schedule for building permits, noting that the last increase was in 2010. He is not looking for a deci-
27 sion tonight but will revisit it later this month with the Board and indicated these changes are to be more flexible.
28 Mechanical and gas permits are deferred to the Fire Department and their fee structure. A refund must be requested
29 within 180 days of permit issuance. A spreadsheet of the new fee schedule as applied to current projects was dis-
30 tributed. The increases are based on the size of the project. Electrical and plumbing permits add costs to the resi-
31 dential permitting. Sometimes it is required that the Building Inspector visit several times on multiple occasions.
32 As compared to other towns, Milford is just about in the middle of the NH towns permit costs. Every town has a
33 different way of covering fee structures, it is not always apples to apples. Mr. Daley noted that a lot of information
34 has been put in front of the Board tonight for consideration and he would request a decision by the end of the month.
35

36 Selectman Daniels noted that it looks as though we are hitting businesses with more taxes. Mr. Daley added that if
37 the Board is not interested in changing the fee schedule, to let him know, it is just for consideration but this was to
38 increase revenue. He is not trying to cover a salary or anything, it is to be a comparative revenue stream for the ser-
39 vices provided. Selectman Putnam said the Board is trying to attract businesses to Milford but this is making it more
40 expensive for them. Mr. Daley just asked the Board to review the information for consideration. The increases are
41 not dramatic and are similar to the surrounding towns. Selectman Daniels commented that this moves the fees into
42 the top ten from the business perspective. Mark Bender asked if the inspectors are doing more inspections on multi-
43 family buildings versus the commercial buildings? Mr. Daley said Capron Road has two 36-unit structures that have
44 to have an inspection in each unit, it is handled as one permit, but they inspect every single unit. Mark Bender asked
45 if the new fee structure would need a new permit fee? Mr. Daley responded that the plumbing and electrical on
46 those permits would be increased. Vice Chairman Federico said this is very clear and shows where it would put
47 Milford. The Board thanked Lincoln for the information. Vice Chairman Federico asked how we are doing with
48 inspections? Are we on a good schedule or are we behind schedule? Mr. Daley said the staff is managing the pro-
49 cess well, when our inspectors are booked from 8:00 to 4:30 each day, there can be delays, but they try to manage it.
50

51 **3. PUBLIC COMMENTS. (items not on the agenda).** Vice Chairman Federico expected the roads to be terrible
52 this morning due to the winter storm; the roads he traveled in town were great so he commended the Department of
53 Public Works for doing such a great job on the roads this morning. Town Clerk Joan Dargie also added that the
54 Town Hall Federal Express delivery person also said that Milford has the best roads during bad weather, and she
55 drives all around the region.
56

57 **4. DECISIONS.**
58

1 a) **CONSENT CALENDAR.** Chairman Fougere asked if there were any items to be removed from the
2 Consent Calendar for discussion. Selectman Daniels moved to remove item 4a1a from the Consent Calendar for
3 discussion. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. Selectman Daniels moved
4 to approve the Consent Calendar with the exception of item 4a1a. Selectman Bauer seconded. All were in favor.
5 Motion passed 5/0.
6

7 **1) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 NH RSA**
8 **31:95(b).** The Board approved the acceptance of donations as follows:

- 9 a. \$6300 Federal Grant Funding for e-ticket equipment – this item was removed from the con-
10 sent calendar for discussion by Selectman Daniels who asked if this will be a cost to the town
11 in the future? Town Administrator Mark Bender does not believe so, he would have to check
12 if there is a hook. Selectman Putnam moved to table to find out additional information. Se-
13 lectman Bauer seconded. All were in favor. Motion passed 5/0.
14

15 Upon arrival of Police Chief Viola and Police Captain Frye, Selectman Daniels moved to un-
16 table this for discussion. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
17 Selectman Daniels asked if this grant will end up costing the town in later years. Police Chief
18 Viola indicated the State of NH wants to go to the e-ticket system in the future; they are giv-
19 ing a grant out now to be a test site, so we applied for them. If we do not do it now, then we
20 would have to buy them. Selectman Daniels asked how can the State do this? That is an un-
21 funded mandate. Chief Viola responded this is based on a match; this would be used when
22 we are doing an operation in town with the equipment and we would use our hours for the
23 match. There is no money for the match, we match it with man hours. Selectman Putnam
24 said the State pays for the equipment and if we do not take it, we would have to pay for the
25 equipment. Chief Viola said the State wants to go to this e-ticket system; we have had meet-
26 ings with the State. The tickets would go right to Concord with this system, State Police al-
27 ready have the system in their vehicles. By saying we will try it, we applied for the grant.
28

29 Selectman Daniels said if the State did not implement the system in the next 2-3 years, we
30 should not expect to see a line item in the Town budget next year. Chief Viola said if we do
31 not like the e-ticket system, we would not use it. But if the State mandates it, we would need
32 the equipment. He is not sure how long the State has been using the system; the big obstacle
33 has been working with the current system. It is a whole new system to streamline tickets and
34 the State will eventually change over. Town Administrator Mark Bender asked if all the traf-
35 fic tickets would be done this way? Chief Viola said yes, except for parking tickets. Select-
36 man Daniels will talk to people in Concord to find out more about this. Police Captain Frye
37 stated that in Concord, they cannot read the (handwritten) tickets from the municipal officers
38 so a lot of the fees just do not get paid. A lot of the forms currently do not cost the town
39 money. In a few years the State will start charging us if we do not go to e-tickets and it will
40 alleviate some of the problems in Concord. It is making the process faster as well. Milford's
41 big concern is that we will have to do it with grant money, which was a big deal for a long
42 time, for the cost of the equipment.
43

44 Selectman Daniels asked if they have talked about how much the whole project will cost?
45 Captain Frye said they have not because it is just being tested now. They like that Milford has
46 a regional dispatch center so they can see if it works for test sites. Selectman Daniels can see
47 the benefit of time savings; but his concern is cost savings. Selectman Daniels asked if this is
48 a PILOT program for now? Chairman Fougere said it will be good to track it once it is here.
49 Chief Viola said we will need to do a quantitative report for the State once Milford starts us-
50 ing it. Chairman Fougere asked if unanticipated costs can be tracked once Milford starts with
51 it. Selectman Daniels added installation into the cars would be one unanticipated cost; if this
52 is something that the State will mandate, his concern is that we may need to buy new equip-
53 ment in the future. Selectman Putnam moved to approve. Selectman Daniels seconded. All
54 were in favor. Motion passed 5/0.
55

- 56 b. Heathtrust donation of \$500 for the Police Department wellness campaign.

57 **2) Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 NH RSA**
31:95(e). The Board approved the acceptance of gifts of property under \$5,000 for 100 Evenflo car

1 seats to the Milford Fire Department for distribution in towns in need with an approximate value of
2 \$4,456.05.

3 **3) Request for Approval to use Town Owned Land for the Annual Police Department Fishing**
4 **Derby.** The Board approved the request for the use of town owned land for the Police Department
5 Annual Fishing Derby scheduled for May 20, 2017, 7 a.m. to 1 p.m.

6 **4) Request for Approval to use town Owned Municipal Parking Lot for the International Police**
7 **Mountain Bike Association Class (IPMBA).** The Board approved the use of town owned parking
8 lot next to the Milford Police Department the week of May 21 to May 26, 2017 to hold an obstacle
9 course for the International Police Mountain Bike Association (IPMBA) class.

10
11 **b) OTHER DECISIONS.**

12 **1) Scheduling of Selectmen at Polling Location for the March 14 Town Vote.** Additional time slots
13 were filled to ensure Board representation during Election Day, March 14.
14

15 **5. TOWN STATUS REPORT.**

16 a) **Town Web Site Update.** Town Administrator Mark Bender explained that a new company out of Box-
17 borough MA has been selected to design and maintain the Town website. Bruce Dickerson and Mike McInerney
18 have been working with Granite Town Media (GTM) and staff and they are impressed with this new company.
19 Mark Bender talked with them at a NHMA conference. He feels it will be easy to maintain the website and they
20 provide this service to many other towns in NH and MA. Selectman Daniels asked if they have their own software?
21 Mark Bender answered the software is built around Drupal but they have different modules. The look of the website
22 is up to the Town and the staff but it will be made to be easier to use. Selectman Daniels wants to see continuity
23 from department to department and does not want things to look piece meal. Vice Chairman Federico said GTM has
24 looked up the company and how they are rated compared to what Milford has now, some of the sites they have built
25 are municipal and some are schools and are clean and consistent. The sites they have built are streamlined and easy
26 to keep it simple and far less complex than what we have now. A lot of that is taken into consideration. The com-
27 pany has a feel for what flows so it looks good. Bruce and Mike are driving this but running everything through
28 GTM and staff. We are moving forward not backwards. Selectman Daniels asked if we will have an increase in
29 cost to maintain? Vice Chairman Federico said the information provided was that it may be \$500 more on service
30 per year but there was actual training done from the company as well that we would get versus what we get now
31 which is nothing.
32

33 **6. DISCUSSIONS**

34 a) **Board Review/Discussion of Public Works Standard Operating Procedure, Snow Removal & Ice**
35 **Control, Snow & Ice Policy and Mail Box Policy.** DPW Director Rick Riendeau indicated a lot of this has been in
36 place for a while and we are trying to formalize it and structure it better. Mark Bender asked if there will be more of
37 these policies going forward? Rick Riendeau answered yes, he wants it to be formalized and used. Chairman Foug-
38 ere said this was difficult in the past so having it all in line helps. Selectman Putnam asked if they need to be ap-
39 proved? Mark Bender said this is here to be adopted by the Board. Selectman Daniels asked about the sand to be
40 spread on certain streets. Mr. Riendeau said that is because of the no-salt area, so the town uses sand. Selectman
41 Putnam moved to adopt the Public Works Standard Operating Procedure, Snow Removal and Ice Control, Snow &
42 Ice Policy and Mail Box Policy. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

43 DPW Director Rick Riendeau explained the town is having a lot of problems with vehicles being left in the road
44 to get roads cleared and perhaps we could look at what is in place regarding snow plowing and public parking. We
45 have the snow ban light and no parking in the right of way during the times when the ban is in effect, but people are
46 still leaving cars in the road. The Police Department has been working with DPW but we need to make some
47 changes; possibly to go back to the parking ban in the streets between November 15 and April 15. We need to put it
48 back in place that there is no street parking between November and April. Chairman Fougere asked how many cars
49 and how many different areas? Rick Riendeau answered that there are multiple. Chief Viola said at 9:00 a.m. the
50 DPW is trying to clear the roads, the ordinance says the roads must be clear between 1:00 a.m. and 6:00 a.m. so we
51 need to figure out the right times. Where the apartments are located they need to clear the lots so they have the cars
52 moved into the street. Selectman Putnam suggested having Rick and Chief Viola draft up something that works.
53 Rick Riendeau said the light was a good first step but we need to enhance that, we need to improve on it and we
54 need to let people know when it is in place. Selectman Daniels asked if some of the Standard Operating Procedures
55 (SOPs) are not complete? Rick responded yes it is a working document and as he gets time he will add to it, but it
56 will be a working document. Mark Bender noted that Rick and his staff will update the procedure, any policy
57 changes will come back to the Board. Selectman Daniels asked why the Board is signing off on the policy but it is
58 not finished? Rick responded that they are like chapters so they will come back once they are finished. The SOP is

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1 something he handles within the department, the Board is approving the policies. Mark Bender asked Rick about
2 the piles of snow around the oval and when they will be removed. Rick responded that they will be moving the piles
3 over the next couple of days, starting at 4:30 a.m. tomorrow morning.
4

5 **b) Proposed Ordinance: Unauthorized Use of Firearms on Town-Owned Property (Brox).** Chief Viola
6 and Captain Frye provided answers to some of the questions that came up at the last meeting regarding this proposal.
7 Regarding the question about enforcement, the town attorney feels we can enforce it, but it is a gray area. They met
8 with the Fish and Game representative and talked about enforcement; he is aware of the property and what goes on
9 there and he feels it can be enforced. Chief Viola checked with other towns and asked what they have in place. One
10 of the towns requires a hunting license in order to shoot on town land. Mont Vernon does not have an ordinance,
11 their Conservation Commission is in charge of the town owned land and it was included in the Conservation Com-
12 mission rules. The Board of Selectmen looked to the Conservation Commission to give authorization to manage
13 conservation land. Any land that does not have buildings on it is under Conservation rules. The discharge of fire-
14 arms is unlawful outside of hunting season. Selectman Daniels said the State of NH has jurisdiction over firearms,
15 he does not see how NH can use the Conservation Commission to overrule the State. The rules at the municipal
16 level should not overrule the laws of the State and he does not feel that is permissible.
17

18 Chief Viola said the Police have to look at both sides and protect the town citizens. Selectman Daniels said there are
19 two sides to this. Captain Frye said the State statute gives the Board of Selectmen authorization to make rules for
20 town owned property. Vice Chairman Federico said it does not say that someone can shoot a gun in someone's liv-
21 ing room; we have to define what is and what isn't safe for town owned property used for recreational use. There is
22 a far difference between hiking and biking and target practice in an open pit. There is a much bigger threat for safe-
23 ty with target practice regardless of State law and what that says about firearms use. Selectman Daniels disagreed,
24 he thinks there are far more accidents with mountain bikes than with target practice. Mark Bender stated the injury
25 to a mountain biker is typically to him or herself, not to another person.
26

27 Chairman Fougere thinks this should be given to Bill Drescher to review, and to think about another place to go
28 shooting but having people come from out of town or out of state is not a good thing. We need to find out if this is
29 even something to look at. Selectman Daniels asked if there were any other thoughts on establishing an area for
30 target practice? Chief Viola did look at that, he talked to the Weare Police Chief about target practice because he
31 felt it would be unsafe. The Weare Police Chief also felt that it was unsafe and in Weare theirs was closed. Some of
32 the research done was by a committee that was set up to look at it again. If we did designate a place, Chief Viola
33 talked to Primex, and the town might have to take on the liability. The town would also be responsible to clean it all
34 and if someone gets hurt the town could be held liable. Vice Chairman Federico said if the Board votes to not put a
35 policy in place, what is the liability for that? Chief Viola said we have to look at the whole issue because now that it
36 has come to the town's attention, should we allow it or not? We need to make a decision. People have talked to
37 Captain Frye and said they think they could get shot out there, that is why this came up, to bring it to the Board's
38 attention. Last year a person shot himself in the foot. Chief Viola said 40% of the complaints regarding shooting
39 were during school hours.
40

41 Selectman Putnam thinks we need to define if we want shooting or not before we go to Bill Drescher. Do we want
42 to pursue the ordinance or not? There is a lot of town-owned land in Milford that people could be using to shoot.
43 Recently there was shooting being done down by the Water Department that the Board of Water Commissioners
44 took care of. Selectman Putnam would like to have shooting allowed somewhere for people who like to shoot. Se-
45 lectman Daniels stated if the police are shooting on private property, what makes that safer than Brox? Chief Viola
46 explained the police shoot at an area where there are no people traveling by, they go deep into the woods, follow the
47 safety rules, where safety gear and have a safety instructor present. Selectman Daniels understands the safety as-
48 pect, but gets concerned if we take away the right of people because of the fear of others. He does not have the an-
49 swer but wants to raise the point that he thinks it is questionable whether we have the authorization to do this or not.
50 Vice Chairman Federico is leaning on the side of safety and thinks it is reasonable to ask people to do this activity
51 where it is safe or go to a shooting range. It is a safety issue; the police know that there is nobody down range dur-
52 ing target practice. When you have public property that people are going to be using, it is just not safe to shoot.
53

54 Selectman Daniels said there are 30-40 miles of trails in town, so we cannot set aside one area for shooting? We do
55 recreational activities on town-owned land. Vice Chairman Federico asked if Selectman Daniels is saying the Rec-
56 reation department should be having a shooting range? Selectman Putnam suggested it could be a town program run
57 by the police. Selectman Daniels did not expect that ATVs would not be allowed on town-owned property. Kids
58 are getting hurt at the skate park all the time. Vice Chairman Federico stated at Keyes Park there is a Park Ranger

1 that keeps an eye on things down there. Vice Chairman Federico said we could argue all night and he would still not
2 support shooting on town property, he is erring on the side of safety. Selectman Bauer suggested the Board make a
3 decision tonight, what do we want to know? Selectman Putnam would like to set aside some place that people could
4 shoot, we are focusing on Brox right now; should we open up target practice as a recreation program in town?
5

6 Chairman Fougere indicated we do not want to make it a town program and then be responsible. This is something
7 that occasionally happens, having a formal place under Recreation is something different. Chief Viola said there are
8 four shooting courses a year; but the police are not allowed to drive to where the target practice is done. Chairman
9 Fougere said there is town property available so it should be only town residents and not people from out of town.
10 Selectman Daniels asked how that can be monitored if it is an ordinance? Chief Viola said if the police get a call,
11 we would check if they are a resident; but he is worried about the person that is walking on a trail and gets shot.
12 Where do we stand on that? Do we hold liability as a town? Selectman Daniels said if there are trails that go back
13 there, put up signs not to walk there. Chief Viola asked why we would not do it like other towns? We are saying we
14 have recreation areas that we want people to use, we are talking about 16 complaints, if one innocent person that is
15 not involved gets hit by a bullet, why would we not address that now? Selectman Putnam asked who has liability
16 when a car hits a pedestrian? That is town owned land. Vice Chairman Federico said there is a difference between
17 a road and a trail. This came to the Board because there have been complaints and the police could not do anything.
18 So they came here looking for something they could enforce. The people are acting within the state law but it is an
19 issue that the police need to address. Captain Frye said if a person is shooting on Brox and they are gone when po-
20 lice arrive, it is up to the police to find them, they could be shooting in the wrong direction. If you want to shoot,
21 join a hunting club.
22

23 Vice Chairman Federico moved to approve the ordinance. Selectman Bauer seconded. Mark Bender said it would
24 still need two public hearing before it gets approved. Mark Bender suggested having Bill Drescher review the ordi-
25 nance and hear from the public at the readings. Chairman Fougere wants Bill to review it prior to the first public
26 hearing. Vice Chairman Federico withdrew his motion. Selectman Bauer seconded. Mark Bender can ask for an
27 opinion from Bill Drescher for the February 27 meeting, then we can talk about the hearings required.
28

29 **7. SELECTMEN'S REPORTS/DISCUSSIONS.**

30 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** During the meeting
31 with three Boards of Selectmen a few weeks ago, it was requested by Jason Johnson of MACC Base to get the in-
32 formation on the two-way communications from Vice Chairman Federico. A draft of that information was sent to
33 Vice Chairman Federico but he was asked to hold off on forwarding it and that a more formal copy would be sent
34 but it has not been received yet. Vice Chairman Federico also wants the information but as of this date has not re-
35 ceived it. Mark Bender noted that Wilton wanted to get information to the other towns. Vice Chairman Federico
36 said part of it was a presentation. Captain Frye told him that we would not meet until March and he told the Wilton
37 Captain that he did not need to rush, so it is expected to be in during March.

38 Selectman Daniels indicated the Traffic Safety Committee met last Monday about the four parking spaces in
39 front of Amigos, the turn radius was looked at. Some of the spaces may be able to be put back, but it came down to
40 having the Department of Transportation (DOT) needing to approve it because they are involved in that project.
41 Selectman Daniels has not had a chance to talk to DOT. Chairman Fougere said the decision to remove the 4 spaces
42 was made a long time ago and was talked about at every meeting.

43 **b) OTHER ITEMS (that are not on the agenda).**
44

45 **8. APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes of January 9, January
46 9 Budget & Bond, January 18 MACC Base Meeting, January 23 and January 30, 2017 5th Monday Forum as pre-
47 sented. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
48

49 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**
50

51 **10. NOTICES.** Notices were read by Chairman Fougere.
52

53 **11. NON-PUBLIC SESSION.** Vice Chairman Federico moved to enter into non-public session at 7:32 p.m. for
54 approval of non-public minutes and a discussion regarding Personnel. Selectman Daniels seconded. All were in
55 favor. Motion passed 5/0. After discussion Selectman Putnam moved to come out of non-public session at 8:02
56 p.m. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. Chairman Fougere announced that
57 while in non-public session, four decisions were made. Selectman Putnam moved to seal the minutes of this non-
58 public session. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

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12. ADJOURNMENT: Selectman Daniels moved to adjourn at 8:03 p.m. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

Mark Fougere, Chairman

Kevin Federico, Vice Chairman

Gary Daniels, Member

Katherine Bauer, Member

Mike Putnam, Member